Kurtz, Michael J. *Managing Archival and Manuscript Repositories*. Chicago: Society of American Archivists, 2004.

Roe, Kathleen. *Arranging and Describing Archives and Manuscripts*. Chicago: Society of American Archivists, 2008.

Boles, Frank. *Selecting and Appraising Archives and Manuscripts*. Chicago: Society of American Archivists, 2005.

Ritzenthaler, Mary Lynn. *Preserving Archives and Manuscripts*. Chicago: Society of American Archivists, 2010.

O'Toole, James M. and Cox, Richard J. *Understanding Archives and Manuscripts*. Chicago: Society of American Archivists, 1990.

Pearce-Moses, Richard. *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists, 2005.

Bastian, Jeannette A., Sniffin-Marinoff, Megan, and Webber, Donna. *Archives in Libraries: What Librarians and Archivists Need to Know to Work Together*. Chicago: Society of American Archivists, 2015.

Hackbart-Dean, Pam and Slomba Elizabeth. *How to Manage Processing in Archives and Special Collections*. Chicago: Society of American Archivists, 2012.

*Describing Archives: A Content Standard*. Chicago: The Society of American Archivists, 2010, Revised 2015.

"ACRL 2017 Conference." ACRL Conference Sandbox. February 23, 2017. Accessed May 19, 2017. <a href="http://conference.acrl.org/">http://conference.acrl.org/</a>. Carla Hayden, Keynote Address.

"Linking Libraries, Museums, Archives." Harvard Gazette. April 10, 2012. Accessed May 19, 2017. <a href="http://news.harvard.edu/gazette/story/2012/04/linking-libraries-museums-archives/">http://news.harvard.edu/gazette/story/2012/04/linking-libraries-museums-archives/</a>. David Ferriero, Interview.

"National Archives History." National Archives and Records Administration. Accessed May 19, 2017. https://www.archives.gov/about/history.

"History." American Library Association. Accessed May 19, 2017. <a href="http://www.ala.org/aboutala/history">http://www.ala.org/aboutala/history</a>.

"Who We Are." Society of American Archivists. Accessed May 19, 2017. <a href="http://www2.archivists.org/aboutsaa">http://www2.archivists.org/aboutsaa</a>.

"Mold!" Connecting to Collections Care Online Community Webinars. Accessed May 19, 2017. https://www.connectingtocollections.org/moldrecording/

Connecting to Collections helps smaller cultural institutions to provide well-informed care for valuable collections. Tara Kennedy, Preservation Field Services Librarian, Yale University Library, provides information on mold in this 90-minute webinar.

Columbia University Libraries, Special Collections Materials Survey Instrument:

http://library.columbia.edu/services/preservation/survey\_tools.html

In 2003, Columbia University Libraries (CUL) received funds from the Andrew W. Mellon Foundation to carry out a one-year survey of unprocessed and under-processed archival collections. Using the model developed by the Historical Society of Pennsylvania (HSP), which includes extensive explanations of the access, condition, and value ratings, an effective workflow was planned in accordance with the design of the survey instrument, a Microsoft Access database.

### Archivists' Toolkit: http://www.archiviststoolkit.org

First open source archival data management system to provide broad, integrated support for the management of archives. Superseded by ArchivesSpace.

# ArchivesSpace: http://archivesspace.org/

Next-generation web-based archives information management system, designed by archivists and supported by diverse archival repositories.

### Encoded Archival Description (EAD): <a href="https://www.loc.gov/ead/">https://www.loc.gov/ead/</a>

Finding aid encoding standard for use in an online environment across repositories.

# Indiana State Library: <a href="http://www.in.gov/library/">http://www.in.gov/library/</a>

Serving Indiana residents, leading and supporting the library community, preserving Indiana history.

- Indiana State Library / Digital Collections: <a href="http://digitalcollections.library.in.gov/">http://digitalcollections.library.in.gov/</a>
  Library's digitized collections available for research, teaching and private study.
- Indiana State Library / Rare Books and Manuscripts Division: <a href="http://www.in.gov/library/manuscripts.htm">http://www.in.gov/library/manuscripts.htm</a> Includes over 3 million manuscripts; 4,500 collections, ranging from the early 15th century to present day. Among the collection's strengths are Civil War-era letters and diaries, family papers, and the records of many political figures from the Hoosier state.
- Indiana State Library / Statewide Remote Circulation Service (SRCS): <a href="http://in.gov/library/SRCS.htm">http://in.gov/library/SRCS.htm</a> Indiana's latest and largest resource sharing tool. It links together the catalogs of over 150 Indiana libraries into a single interface containing over 30 million items all held by Indiana Libraries.

#### Indiana State Library / Indiana Memory: https://digital.library.in.gov/

Collaborative effort to provide access to the wealth of primary sources in Indiana libraries, archives, museums, and other cultural institutions.